

SCHOLARSHARE INVESTMENT BOARD

915 CAPITOL MALL

P.O. BOX 942809

SACRAMENTO, CA 94209-0001

(916) 653-3100

**JOB OPPORTUNITY BULLETIN****Class: STUDENT ASSISTANT****Tenure: Temporary****Time Base: Intermittent****Salary: \$8.13 - \$9.35 per hour****Salary is based on a combination of completed
College units and hours worked.**

Under the supervision of the Staff Services Manager I, this position assists with the ScholarShare College Savings Plan and other related duties, including customer and vendor contact and conducting outreach activities.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Database entry
- Research
- Miscellaneous support projects
- Photocopying, faxing, filing
- Obtaining information by telephone
- Performing errands for SIB
- Screening and directing telephone calls, mail and visitors

DESIRABLE QUALIFICATIONS:

- Ability to work cooperatively with others.
- Initiative, resourcefulness and good judgment.
- Good work habits and dependability
- Familiarity with personal computers and Microsoft products

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are currently enrolled in college.
Transcripts and proof of enrollment are required.

Please write the number “302-001-4870-900” (SIB) on your state application.

FINAL FILING DATE:

Applications will be accepted **until filled**.

SUBMIT APPLICATIONS TO:

Cec Sanchez
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An affirmative action employer-equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The TCAC complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact Personnel at (916) 653-3100 or TDD (916) 654-9922.